

**POLSON RURAL FIRE DISTRICT
 BOARD MEETING MINUTES**

Valley View Clubhouse

November 14, 2018

6:00 p.m.

Notice: All meetings for the Polson Rural Fire District Board of Trustees are recorded.

Board trustees present: John Doty, Dick Wunderlich, R. Jack Clapp, Ron Roberts.

Board trustee absent: Fred Nelson, excused.

Staff: Fire Chief Gordon R. Gieser, Secretary/Treasurer Bonnie M. Manicke.

Guests/Visitors: Mike Cullen, Justin Brester, Michael Hingiss, Alison Meslin, Lee Manicke, Kelly Gieser, Matt Dougherty, Frank Galiardo,

Call to Order {00:09} – Chair Nelson requested Vice-Chair Doty chair the meeting. The Pledge of Allegiance was recited.

Minutes October 10, 2018 Regular Monthly Meeting and Minutes October 17, 2018 Special Meeting to consider construction bid requests for new station {01:02} – **Trustee Clapp motion to approve October 10, 2018 minutes and October 17, 2018 minutes. Trustee Wunderlich second. Public comment: None. Motion passed unanimously by voice vote.**

Communications {01:50} – None.

Review and Approve Claims {02:01} – Chair Doty requested information regarding debt service with Lake County on the chief's administrative vehicle. Bonnie reported the payments are semi-annual May and November with final payment November, 2020. Final payment Fairgrounds Station Number 1 debt service is approved November 14, 2018. Public comment: None. **Trustee Wunderlich motion to approve claims. Trustee Roberts second. Motion passed unanimously by voice vote.**

TREASURY REPORT FOR MONTH ENDING OCTOBER 31, 2018 {04:00} – The October 31, 2018 Lake County Treasurer reports are current.

FUND # 7245 Operating Fund	\$ 25,453.13
FUND # 7244 Voted Levy (5 mills with sunset)	\$ 53,262.16
FUND # 7246 Capital Improvement Fund	\$ 187,427.88
FUND # 7243 Voted Levy Operating Fund	\$ 13.82

EXPENDITURE REPORT

FUND #7246 CAPITAL IMPROVEMENT BUDGET

	BUDGET	EXPENDED	Lake Co	UNEXPENDED
	FY 2018-2019	@ 09/30/18	Journal Voc	BALANCE
956 Freightliner 6X6	55614.00	549.42	JV#F-5614	55064.58

Check numbers 6992 - 7014, both inclusive issued 11/14/18 \$ 7,671.55
 Represents October, 2018 claims Approved November 14, 2018

567646

Debt service Valley Bank Fairgrounds Stn. Loan	\$11,008.96
FINAL PAYMENT	
Debt service Lake County	
Chief's Command Vehicle	\$ 2,908.75
Outstanding debt 11,634.95	
Final Nov 30, 2020	
Total October expenditures	\$ 21,589.26

Public Safety:

Fire Chief payroll October 12, 26, 2018 (gross)	\$2,923.08
Employer expense match SS & Medicare	\$ 233.85
Quick books processing fee	\$ 3.50

A1-101 deposits -

Deposit to Fund #7245 Operating Fund:

10/12/18 Receipt #A101-109491

Check #20832 East Haven Baptist Church \$150.00
July, Aug, Sept 2018 utilities

10/31/18 Receipt #A101-109665

SOM – DNRC – ACH 2018 wild land response
Invoice 18-344 Rattlesnake Fire \$16,086.93

Pending deposit:

11/07/18 Receipt #A101-109746

SOM – DNRC – ACH 2018 wild land response
Invoice 18-391 Garden Creek Fire \$16,552.80

Wild land funds total \$32,639.73 distribution \$25,500 to Fund #7246 Capital Improvement;
\$7,139.73 remains in Fund #7245 Operating for equipment maintenance and freightliner truck
upgrade and repairs.

2018 Real property taxes charged in

Fund #7244 5-mill levy \$ 67,870.82

Fund #7245 Operating \$142,800.18

Historically the tax revenue collections are 98% of the amount charged in.

Trustee Clapp motion to approve treasurer's report. Trustee Roberts second. Motion passed unanimously by voice vote. Chair Doty thanked Bonnie for the report.

CHIEF'S REPORT {13:13} – Chief Gieser reported 13 calls for the 30 day operational period.

Response:

1). Vehicle extrication 37123 north Reservoir Road; 2). Chimney fire 36318 Mountain Chickadee Lane; 3). Lift assist 36228 Moss Creek Lane; 4). Vehicle vs deer MM 65 Highway 93; 5). Possible roof fire 28984 Black Point Road; 6). Mutual aid to Chief Cliff Fire 25490 Quikin Lane; 7). Law enforcement assist for a thermal imager; 8). Smoke investigation 40229 Melita Island Road; 9). Motor vehicle accident Skyline & N Reservoir Road ; 10). Car vs deer MM 62 Highway 93; 11). 5 vehicle accident MM 67 Highway 93; 12). Vehicle fire Buffalo Bridge area; 13). Fire alarm 37338 Highway 35.

Administration:

Station tour
Attend Chiefs convention
Building construction for firefighter training
Burn trailer training
Legal ad to the Valley Journal
Levy committee meeting
Attend Lake County disaster mitigation plan

Repair & Maintenance:

U-300 replace purge canister solenoid, install winter studs
Wt-308 re-kit front monitor valve
Florescent tubes to station 1 & station 2
Parts research for additional military chassis
Load extrication debris and haul to transfer station
U-301 warranty recalls
Repair Station 1 antenna coaxial cable
E-316 repair side warning light

Chair Doty noted city fire recently construction a training center. Chief Gieser indicated the facility may be available with a cooperative agreement. Chair Doty thanked Chief Gieser for the report.

MEMBERSHIP REPORT {18:22} – Michael Hingiss reported the membership is drafting the annual appeal letter. The letter will be sent in two to three weeks. December 8th will be the annual Christmas party at the Sports Page 6 p.m. with food provided. Trustee Wunderlich questioned the feasibility sending the mill levy letter with the annual appeal letter.

New Business:

Trustee Clapp requested the QRU agenda item moved forward to accommodate the on call ambulance staff.

BOARD DISCUSSION ON QRU (Quick Response Unit) LICENSE {20:45} – Chief Gieser reported the discussion initiated with the officers and membership. The State of Montana requires an annual license fee in addition to an annual inspection of medical kit equipment. Gordon worked in systems with medical control. There is a potential for increased operating costs. The department has seven EMT certified volunteers, therefore at least one of the EMT volunteers will respond to calls. The QRU response is predicated on the eleven mile distance to the Big Arm area and to improve service. The fire department is familiar with the service area which is an additional assistance for the ambulance service. Trustee Clapp mentioned additionally Chris McGinness is a licensed EMR, Tyler Rios is an EMT, and a potential EMT is pending. The department has the ability to respond at the current level without the QRU license. The motor vehicle accidents response is specific for extraction requirement and traffic control. Mike Cullen, Polson Ambulance Service commented the initial response by the fire department will aid the ambulance service. Alison Meslin requested coordination with the ambulance service. Chief Gieser indicated the ambulance provides the medical service on arrival. Additionally Chief Cliff Fire Department has a QRU license. Trustee Wunderlich questioned the insurance cost and liability issues. Chief Gieser will research the insurance issues. Trustee Clapp indicated if the department moves forward, others in the department are interested in the EMR training. In accordance with the request to continue the voted five-mill levy, the QRU will be an additional service to the district as a life saving measure. Chair Doty asked if additional vehicle

requirement are needed. Chief Gieser indicated currently the department has sufficient vehicle. The ambulance service provides response education at no cost to the department. The membership purchased four heavy duty first aid kits with oxygen and regulators available at the stations. The volunteers are trained on the AED equipment. Certification for CPR is on a two year cycle. Mike Cullen, and Justin Brester are managers for the ambulance service. The board thanked Mike and Justin for attending the meeting. The December agenda will include the QRU response.

Old Business:

UPDATE STATION No. 4 LAND & SITE PREPARATION {41:16} – Trustee Wunderlich introduced the agenda item in the absence of Chair Nelson. Current information regarding the land for the new station was provided by Jay Garrick, Lake County Road Department. Knife River Construction will provide the site preparation. The area designated for the station is owned by Knife River. Knife River is required to apply for a DEQ permit which involves reclaiming the gravel pit. The DEQ permit is expected mid January or mid February. Chief Gieser contacted DEQ. The area in question is the berm area along the Caffrey Road. The delay may effect the bid due to increase of steel prices. The bid could be awarded and the kit purchased. Trustee Wunderlich plans to contact DEQ representatives to request a plan to move forward and obtain a permit.

BID OPENNING STATION NUMBER 4 AND CONSIDER BIDS FOR REVIEW {50:10} – Chief Gieser indicated two bids were received and met the bid closing date. Chair Doty opened the bid packages.

Blackwell Enterprises, Inc., Whitefish, MT	\$ 223,335.09
Outback Construction, Inc., Missoula, MT	\$ 348,133.50

Knife River is available to complete the land preparation when the DEQ permit is received. The building committee will review the bid packets and if necessary the board will schedule a special meeting. Bonnie advised the loan package and interest rate quotes should be considered in the time line to move forward.

5 MILL 7 YEAR EXTENSION COMMITTEE RECOMMENDATION

RESOLUTION AT DECEMBER MEETING\ {58:10} – Trustee Roberts introduced the agenda item. The committee met October 23 at Big Arm Station Number 2. The committee recommended to continue the current 5-mill levy for 7 years. The committee analyzed a seven year and a ten year term and concluded the seven year term is realistic. The purposes for which the additional money will be used are namely, maintenance of fire protection facilities including real property, brush trucks, command car, engine for main structure fires, water tenders and pumper trucks; emergency response apparatus, including equipment for cold water and ice rescue. The public information brochure will be a separate mailing. Trustee Clapp commented the mailing is six months off, taxpayer dollars can not be used for printing and mailing the brochure, therefore donated funds will provide for the brochure and mailing. The levy is not an increase. The brochure is a work in progress. The board will approve the resolution and submit to the elections office by February 11, 2019. The levy will be voted on May, 2019. **Trustee Clapp motion December agenda item to adopt resolution as outlined in the minutes seven year renewal of the five mill levy to submit to Lake County Elections Office. Trustee Wunderlich second. Motion passed unanimously by voice vote.**

REQUEST DECEMBER MONTHLY MEETING ON DECEMBER 19TH, 2018 {01:05} -
Trustee Clapp motion to move the regular scheduled December 12th meeting to December 19th.
Trustee Roberts second. Motion passed. Trustee Wunderlich abstained.

MEETING PLACES FOR 2019 WE NOW MEET {01:06} – Trustee Roberts introduced the agenda item. We now meet- Polson: January, February, May, June, August, September, December; Valley View: March, November; Big Arm: April, July, October. The March meeting at Valley View was during the calving season with two people attending. November meeting at Valley View with one attending. Trustee Roberts suggesting scheduling one meeting during the year. Trustee Clapp commented the board is available to schedule meetings in Valley View; although it seems the community may not be interested. Chair Doty suggested the board meeting discussed at the next Valley View potluck.

BUDGET AMENDMENT AT A PUBLIC MEETING {01:10} – Trustee Wunderlich commented the wild land revenue in excess of the \$25,500 FY 2019 budget requires a public hearing and a budget amendment. The public hearing is scheduled for December 19th.

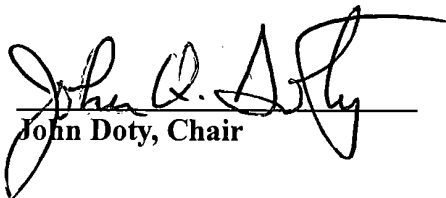
ADDITIONAL TRUSTEE COMMENT: {01:11} – Trustee Roberts commented on the proposed locations for a new fire station over the years. The location on Caffrey Road indicates a delay in the construction date time line start due to obtaining a DEQ permit.

ADJOURN: {01:14} – Trustee Wunderlich motion to adjourn. Trustee Roberts second.
Motion passed unanimously by voice vote.

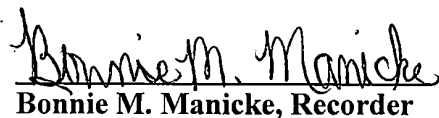
Chair Doty thanked everyone for attending and the Valley View Community for the meeting facility.

ADJOURN: 7:14 p.m.

**Next regular scheduled meeting December 19, 2018 6:00 p.m.
at Fairgrounds Station Number 1**


John Doty, Chair


Dick Wunderlich Secretary-Treasurer


Bonnie M. Manicke, Recorder

AGENDA

Polson Rural Fire District Trustees Monthly Meeting
WEDNESDAY NOVEMBER 14, 2018 6:00 p.m.
VALLEY VIEW CLUBHOUSE - 44607 VALLEY VIEW RD
Station 1 Phone 406 883 4244 Website lakemt.gov/prfd

Trustee Meeting Includes:

Public comment by raising your hand

REVIEW MINUTES OCTOBER 10, 2018 & OCTOBER 17, 2018 - BONNIE
COMMUNICATIONS - BONNIE
REVIEW & APPROVE CLAIMS – CHIEF GIESER & BONNIE
TREASURER'S REPORT - BONNIE
CHIEF'S REPORT - CHIEF GIESER
MEMBERSHIP REPORT - CHAIR HINGISS

OLD BUSINESS INCLUDING:

Public comment by raising your hand

UPDATE LAND AND GROUND WORK STATION 4 - TRUSTEE WUNDERLICH
INTRODUCE AGENDA ITEM IN ABSENCE OF CHAIR NELSON

BID OPENING STATION 4 - TRUSTEE CLAPP
CONSIDER BIDS FOR REVIEW

5 MILL 7 YEAR EXTENSION COMMITTEE RECOMMENDATION -TRUSTEE ROBERTS
RESOLUTION IF APPROVED SUBMIT FOR PUBLIC HEARING
AT DECEMBER MEETING

REQUEST DECEMBER MONTHLY MEETING ON DECEMBER 19TH, 2018 -
TRUSTEE WUNDERLICH

NEW BUSINESS INCLUDING:

Public comment by raising your hand

BOARD DISCUSSION ON QRU (Quick Response Unit) LICENSE - CHIEF GIESER

MEETING PLACES FOR 2019 WE NOW MEET
POLSON - JAN, FEB, MAY, JUNE, AUG, SEPT, DEC
VALLEY VIEW – MARCH, NOV BIG ARM – APRIL, JULY, OCT

BUDGET AMENDMENT AT A PUBLIC MEETING -
TRUSTEE WUNDERLICH & BONNIE

2018 WILDLAND REVENUE.FY '19 BUDGET \$25,500, AMOUNT RECEIVED \$32,639.73
UNANTICIATED INCOME \$7,139.73 FOR BUDGET AMENDMENT

PUBLIC INPUT ON NON AGENDA ITEMS

ADJOURN

** ALL RESIDENTS OF THE POLSON RURAL FIRE DISTRICT ARE ENCOURAGED TO
ATTEND AND PROVIDE HELPFUL COMMENTS. OTHER ITEMS NEED TO BE SUBMITTED
TO THE BOARD 10 DAYS IN ADVANCE OF THE MEETING.

567646

Polson Rural Fire District
October, 2018 Claims Approved Nov. 14, 2018 Board Meeting
Mailed Nov. 15, 2018

Num	Description	Memo	Category	Amount
6992	Axmen	Acct#118908 Ticket #369900 1-Viking particulate hood	204 Turnouts Structure & Wildland	-100.00
6993	CenturyLink	Acct#411978591 883-4244 Fairgrounds Stn #1 landline	317 Phone (Landline) - Fairgrounds Stn.	-64.12
6994	City Of Polson	Utility Billing Acct 7304 Fairgrounds Stn Fill Spout	316 Water Fill Spout - Fairgrounds Stn.	-61.34
6995	City Of Polson	2018 AFG grant/one-half grant writing fee Grantmasters	1205 SCBA Equipment & Supplies	-1750.00
6996	S Davis & Brown CPAs PC	Inv#3078 10/01/18 3rd qtr qtr payroll reports	345 Payroll Accounting Fire Chief Salary	-63.00
		Inv#3078 10/10/18 run pyrl w/reports	345 Payroll Accounting Fire Chief Salary	-16.80
		nv#3078 10/24/18 run pyrl w/reports	345 Payroll Accounting Fire Chief Salary	-13.65
6997	S First Bank Card	Lodging Fairmont Hot Springs Trustees Conf	332 Training	-256.66
		JHS lodging Helena Chiefs Conf	332 Training	-170.00
6998	Foremost Promotions	Inv#452897 Fire Prevention Kit Promotions	201 Operating Supplies	-540.24
6999	Gordon R Gieser	Reimburse DOT physical 10/29/18	505 Firefighters Physicals	-120.00
7000	Jette Services	Inv#032 weekly cleaning Fairgrounds Stn Oct, 2018	321 Cleaning Services Fairgrounds Stn.	-125.00
7001	Lake County	Pymt#6 2016 Ram 1500 SSV Crew Cab Pickup	615 Loan w Lake Co	-2908.75
		VIN 1C6RR7XT2GS235978	Chiefs Command Veh #301	
7002	S Mission Valley Power	Location #2806820000	302 Electricity - Big Arm Station	-80.69
		Location #2876820001;2876820002 {1-security light}	302 Electricity - Big Arm Station	-13.07
		Location #2400744000	315 Electricity - Fairgrounds Station	-331.14
7003	S Montana Electronics Co., Inc	Inv#1866 4-minitor batteries	206 Radios & Pagers, Repair	-57.20
		Inv#1866 freight	206 Radios & Pagers, Repair	-31.96
7004	Montana State Fund	Policy #03-434961-3 Inv#12750571 Workers' Comp Inst	506 Worker's Compensation	-1443.54
7005	Montana State University	Inv#1375-11 10/17/18 burn trailer	332 Training	-400.00
7006	S Platt	Florescent bulbs	320 Repairs & Maint. Fairgrounds Stn	-119.40
		Florescent bulbs	307 Repairs & Maint. - Big Arm Station	-119.40
7007	S Polson Auto Parts, Inc.	Inv#505280 heat shrink tubing, connectors, safety glass	211 Vehicle Repair & Maint Supplies	-51.11
		Inv#505455 pumps	211 Vehicle Repair & Maint Supplies	-37.47
		Inv\$506360 U-300 valve	211 Vehicle Repair & Maint Supplies	-64.38

567646

Num	Description	Memo	Category	Amount
7008	S Providence Health Service	Dougherty, Matt	505 Firefighters Physicals	-140.00
		McGuinness, Chris	505 Firefighters Physicals	-60.00
		Rios, Tyler+Rose,Verner\$9 credit applied to Rios	505 Firefighters Physicals	-91.00
7009	S Quik E'z Towing & Repair	Hook fee	332 Training	-75.00
		Mileage chg	332 Training	-77.00
		3 hook fee @ \$55.00/ea	332 Training	-165.00
		JAWS TRAINING	332 Training	
7010	Republic Services	Acct #3-0889-0014329 Inv#0889-002251198	319 Disposal Service - Fairgrounds Stn.	-60.94
7011	Task Force Tips	Acct #A21370 Order #449228 WT-308 Valve Rpr kit	211 Vehicle Repair & Maint Supplies	-173.98
7012	S VALLEYBANK -- Ronan	Principal	605 Loan Valley Bank Fairgrounds Stn	-10792.41
		Interest	605 Loan Valley Bank Fairgrounds Stn	-216.55
7013	U.S.Postal Service	1-roll postage stamps	220 Office Supplies	-50.00
7014	S WEX Bank	Truck #301	210 Gas, Diesel,Oil	-237.63
		Truck #318	210 Gas, Diesel,Oil	-91.29
		Truck #328	210 Gas, Diesel,Oil	-78.45
		Truck #326	210 Gas, Diesel,Oil	-55.72
		Truck #300	210 Gas, Diesel,Oil	-158.83
		Truck #316	210 Gas, Diesel,Oil	-28.99
		Truck #333	210 Gas, Diesel,Oil	-38.05
		Truck #308	210 Gas, Diesel,Oil	-29.40
		Truck #313	210 Gas, Diesel,Oil	-30.10
OCTOBER 2018 CLAIMS TOTAL:				-21589.26
RECAP				
Debt Service final Fairgrounds Stn #1				11008.96
Debt Service Unit#301 ChiefAdminVeh				2908.75
Operating expenses				7671.55